

Complete Meeting Package (CMP)

- Full American Breakfast • Westin Heavenly Guest Room • Ergonomic Conference Rooms
- Dedicated Conference Manager • Continuous Refreshment Breaks • Hot and Cold Luncheon Buffet
- Leisure Dining for Dinner • Business Center/Concierge Services • Learning Tools Package with LCD Projector • Telephone Rooms

Guest Room Accommodations

Our Complete Meeting Package includes one of our newly appointed and generously sized guest rooms which feature our exclusive Heavenly bed and bath. With amenities such as an flat screen television, executive writing table with telephone, two phone lines with data and power port, voice messaging, iron and ironing board, a safe and in-room coffee maker. We also provide express check-out to meet the needs of the business traveler. Accommodations are subject to a 13% sales and occupancy tax.

Dedicated Conference Manager

A Conference Service Manager is available to assist you with all your meeting requirements, ensuring a successful meeting. The Conference Service Manager is able to respond to the changing dynamics of busy meeting agendas. Our simplified package pricing allows you to organize the program without making any decisions regarding individual banquet meals, pre-selected menus or stipulating specific dining times.

Executive Conference Rooms

Set to your specifications with ergonomic chairs, mounted whiteboards, non-glare work surfaces, pads, pens, chilled bottled water and mints. A meeting tool kit provides all the necessities such as markers, paper clips, stapler, calculator, push pins and much, much more. All conference rooms are reserved on a 24-hour basis. A house telephone is available in all meeting rooms. Telephone rooms provide private space for conference calls and brief meetings. High-speed Internet access, both wired and wireless, and dedicated ISDN lines for teleconferencing can also be available in the conference rooms upon request.

Continuous Refreshment Breaks

Breaks are offered from 7:00am - 5:00pm. Morning service features a grand continental breakfast including freshly brewed coffee, decaffeinated coffee and flavored coffee, specialty teas, sodas, bottled water, assorted juices, assorted yogurts, sliced seasonal fresh fruits, cold cereal and a variety of breakfast pastries and bagels. Afternoon breaks feature freshly baked cookies, whole fresh fruits, sweets and ice cream, along with healthy alternatives. All breaks consider our health conscious guests with low-fat options.

Meals

The CMP begins with a dinner on the day of your arrival through lunch on your departure day. Each morning a full American breakfast buffet is served in our restaurant. At lunch, our hot and cold theme buffet is offered complete with salads, deli platter, action station and dessert stations. Alcoholic beverages are additional. Private dining and optional food and beverage plans are available upon request and based on availability for an additional charge.

Business Center / Concierge Services

Our package includes all your business and concierge needs including photocopying, faxing, message service, name tags, secretarial services and more at our centrally located business and concierge desk. We also provide self-service computer stations with Internet access and a laptop station. Transportation and shipping services are also available.

Learning Tools Package

Our learning tools package includes: One wired internet connection, projection screen with a power strip and extension cord, LCD projector, mounted whiteboards and two flip-chart packages. Wireless internet connections are included in the package. Our in-house audio-visual staff is available throughout the day to assist you with additional requirements

Fitness

Let your attendees relax and unwind after their business day. Amenities include a cardiovascular and weight training room, indoor pool and whirlpool.

Flexibility

With advance notice, our staff is available to assist you with any special needs, whether it is to add a private breakfast function, upgrade your group to customized theme parties or provide an individually requested kosher meal. All of our packages are designed to offer you and your conferees flexibility in planning.

THE WESTIN

SOUTHFIELD-DETROIT

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